

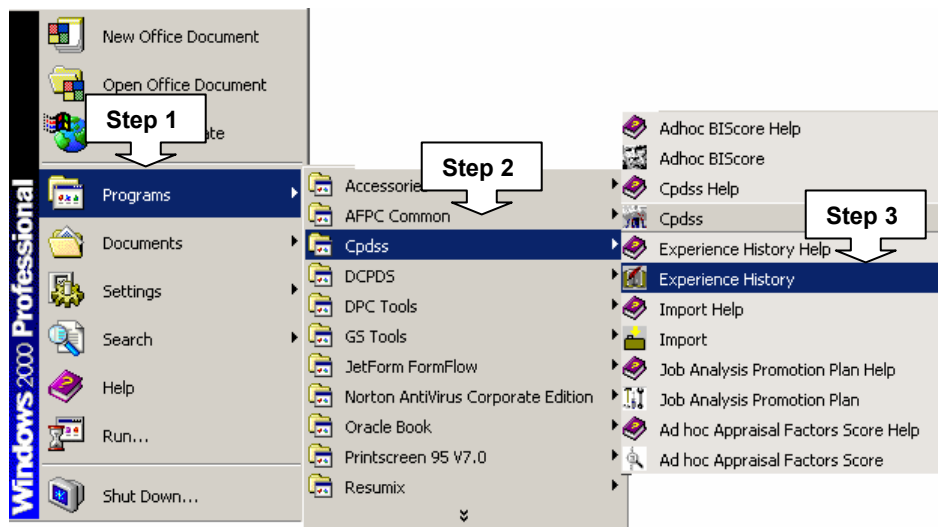
## Experience History Maintenance

The Experience History Maintenance program is used to update and maintain the experience history for internal employees. The information kept in the experience history appears on the Candidate Referral Roster (CRR) to be used to qualify candidates.

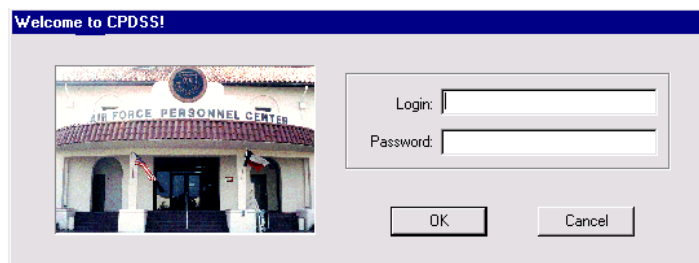
Triggers from DCPDS create experience entries when an employee's assignment status changes. The Experience History Maintenance program allows CPDSS users to view, add, edit and/or delete an employee's experience history depending on the permissions granted to the user.

### Logging On To Experience History Maintenance (EHM)

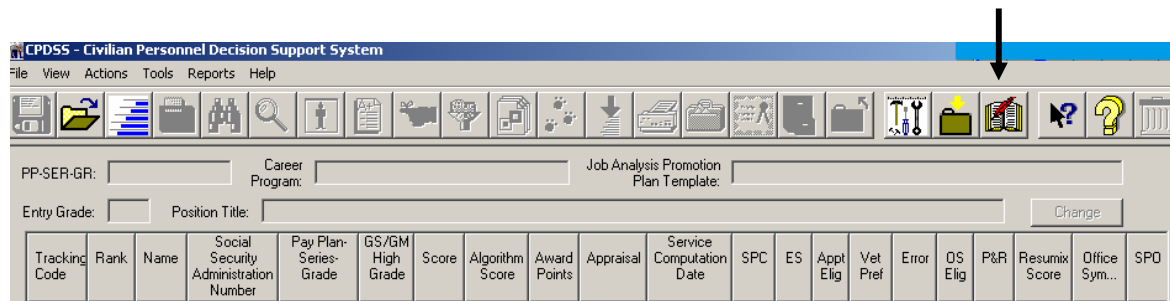
- Step 1:** From the Start Menu, Select **Programs**  
**Step 2:** From the Programs Menu, Select **CPDSS**  
**Step 3:** From the CPDSS Menu, Select **Experience History**



- Step 4:** The Login and Password screen will appear. Complete these fields and click <OK>.



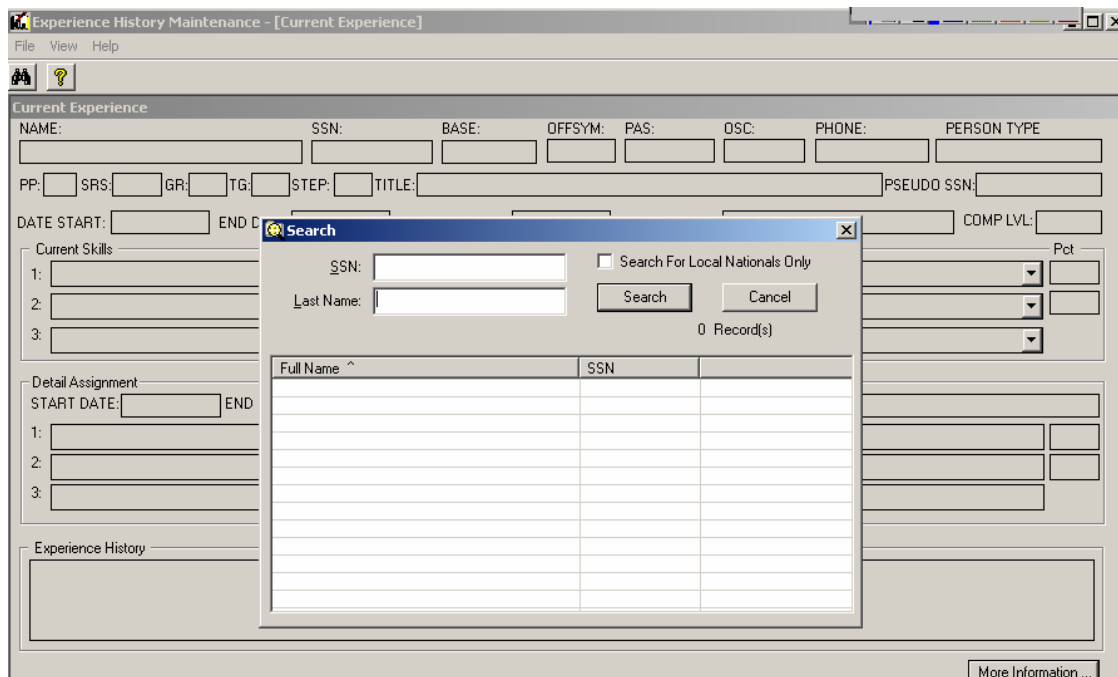
If CPDSS is already open, from the main screen select the following button



The main **Experience History Maintenance** window appears. This main screen will be blank, and there will be a **Search** window. Type the employee's SSAN (XXX-XX-XXXX) or Last Name in the Search window. Click the Search button to begin the search process. The wildcard "%" can be used in the search. To search for Local Nationals place a check in the box next to the "Search for Local Nationals Only."

A list of names will populate that meet the criteria from the search field.

Highlight and double click on the name to view.



The **current experience** is located in the top portion of the screen. This data is pulled directly from DCPDS. The **experience history** is located in the lower portion of the screen. The Detail Assignment area will be populated if the employee is currently on a detail.

**Experience History Maintenance - [Current Experience]**

File View Help

NAME: SSN: BASE: OFFSYM: PAS: OSC: PHONE: PERSON TYPE

PP: GS SRS: 0083 GR: 09 TG: 09 STEP: 08 TITLE: SUPERVISORY POLICE OFFICER PSEUDO SSN:

DATE START: 30-JAN-2000 END DATE: ASSGN EFF DATE: 30-JAN-2000 ASSGN STATUS: Active Assignment COMP LVL: 071A

**Current Skills**

			Pct
1:	ACN - Police Officer	PDN - Patrol	80
2:	ACN - Police Officer	PDR - Traffic	20
3:			

**Detail Assignment**

START DATE: END DATE: PP - SERS - GR: TITLE:

1:			
2:			
3:			

**Experience History**

Start Date v	End Date	Exp/Wk.Sch	PP-SERS-GR	Skill 1	Skill 2	Skill 3	Pct.
06-AUG-1995	29-JAN-2000	F/F	GS - 0083 - 08	ACN / PDN	ACN / PDR		80 / 20
01-JUL-1992	05-AUG-1995	F/F	GS - 0083 - 07	ACN / PDN	ACN / PDR		80 / 20
07-APR-1991	30-JUN-1992	F/F	GS - 0083 - 07	ACN / PDN	ACN / PDR		80 / 20
08-NOV-1987	05-APR-1991	F/F	GS - 0083 - 06	ACN / PDN	ACN / PDR		80 / 20
07-OCT-1979	07-NOV-1987	F/F	GS - 0083 - 05	ACN / PDN	ACN / PDR		70 / 30
01-NOV-1977	06-OCT-1979	F/F	GS - 0083 - 04	ACN / PDN	ACN / PDR	ACL	60 / 20
01-NOV-1975	31-OCT-1977	F/F	GS - 0083 - 04	ACN / PDN			100
01-SEP-1967	01-NOV-1971	M/F	GS - 0083 - 04	ACN			100

[More Information...]

To display additional information on any of the experience history entries **click** on the desired entry. The following expanded screen will be viewable.

**Experience**

Type: F - Federal Civil Service Start Date: 06-Aug- End Date:

**Pay**

Plan: GS - General Schedule

Series: 0083 - Police (0083)

Grade: 08

**Job**

Appt.Type: 1A - Competitive - Career

Training Pgm: YY - Not Applicable

Supv. Level: 1 - Supervisor

Wtk. Sch.: F - Full-Time

**Location**

Agency: AF - Dept of the Air Force

Orgn: SSY - Security

GeoLoc: 120935091 - Eglin A.F.B., Okaloosa, FL

Conus/OS: 1 - US

**Acquisition**

Category:

Level:

**Assignment**

Command: 1M - MTC - Air Force Materiel Command

Position: Q - BASE/SITE/WING/INSTALLATION/ACTIVITY

**Skills Data**

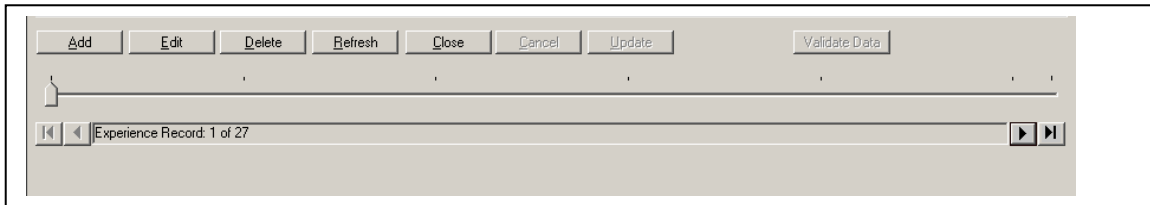
			Pct	Months
1:	ACN - Police Officer	PDN - Patrol	80	43.02
2:	ACN - Police Officer	PDR - Traffic	20	10.75
3:				

Total Months Experience: 53.77 Total Months Detail:





Add Edit Delete Refresh Close Cancel Update Validate Data

Experience Record: 1 of 8

In order to work in the experience history module, the following buttons can be used **Add, Edit, Delete, Refresh, Close, Cancel, Update**, and **Validate Data** at the bottom of the screen. Some of these buttons might be “**grayed out**” depending on the permissions assigned to the user.



In Lieu of using the Slide Rule the **Arrow** buttons will maneuver from one entry to another without going back to the main Experience History Maintenance window.

- Click on the  button to view the **Next** record.
- Click on the  button to view the **Previous** record.
- Click on the  button to view the **Last** record.
- Click on the  button to view the **First** record.

If you have “**view only**” permission/access **click** the **Close** button when you want to return to the main Experience History Maintenance window.

## Adding Experience

The **Experience History Maintenance (History Details for: )** or **Expanded Experience History Maintenance** window must be viewable.

The screenshot shows the 'Experience History Maintenance' window with an existing record. The 'Add' button at the bottom is circled in blue. The window contains various fields for experience details, including Type, Start Date, End Date, Pay, Job, Location, and Skills Data.

1:	2:	3:	Pct	Months
ACN - Police Officer	PDN - Patrol		80	43.02
ACN - Police Officer	PDR - Traffic		20	10.75

Total Months Experience: 53.77      Total Months Detail:

Buttons: Add, Edit, Delete, Refresh, Close, Cancel, Update, Validate Data

Experience Record: 1 of 8

**Step 1:** Click the “Add” button at the bottom of **Expanded Experience History Maintenance** window. This will bring an empty record in view. The fields are in an update stage when all the areas are white.

**Note:** To avoid scrolling through the numerous GeoLoc locations, use the drop-down box to select the desired GeoLoc location. When the binoculars are clicked on, a search window is presented. Enter a partial text of the desired GeoLoc and any matching locations will be displayed.

The screenshot shows the 'Experience History Maintenance' window with an empty record. The 'Add' button at the bottom is circled in blue. The window contains various fields for experience details, including Type, Start Date, End Date, Pay, Job, Location, and Skills Data.

1:	2:	3:	Pct	Months
			0	
			0	

Total Months Experience:      Total Months Detail:

Buttons: Add, Edit, Delete, Refresh, Close, Cancel, Update, Validate Data

Add New Experience Record

**Step 2:** Input data by selecting appropriate information from the drop down menu box located next to the data field.

**Step 3:** After completing the required data, **click** the **Update** button. If any errors are detected a message is displayed. If there are no errors encountered, the screen will return to a gray status.

**Note:** All data will be edited every time the Update button is clicked. After a successful Add, the record will be displayed. The cancel button will take effect only if it is clicked before the Update button. *Remember* when making any changes to an employee's assignment this is the actually database for Experience History that is being updated.

When the **Update** button is selected the following **Edits** are accomplished:

- Certain fields must contain a value: Experience Type, Start Date, End Date, Pay Plan, Series, Grade, Supervisory Status, Work Schedule, At least one Skill, and Skill 1 Percent
- Skill percentages must equal 100 %, total skill percentages cannot exceed 100 %
- Start and End Dates must adhere to the following rules:
  - Start Date and End Date may not be the same
  - Future dates are NOT allowed
  - Within the same Experience Type and Work Schedule, the date range should not have records overlapping any existing record (except for Detail Experience)

**Note:** Only employees with a PSEUDO SSAN (who have two Experience History records) may possess two Seasonal Full-time experience entries within the same time-frame.

**Step 4:** Click the **Close** button.

## Editing Experience

The **Experience History Maintenance (History Details for: )** or **Expanded Experience History Maintenance** window must be open and accessible. The fields will be white when the user is in the edit mode.

The screenshot shows a software window titled "Experience History Maintenance". It contains several sections with dropdown menus and text fields for editing experience data. The fields are organized as follows:

- Experience:** Type (F - Federal Civil Service), Start Date (28-Jul-2002), End Date (11-Jan-2003).
- Pay:** Plan (GS - General Schedule), Series (0201 - Human Resources Management (0201)), Grade (12). NOA, Comp Lvl, and Seq No. are also present.
- Job:** Appt. Type (1A - Competitive - Career), Training Pgm (YY - Not Applicable), Supv. Level (8 - Non-Supervisory), Wrk. Sch. (F - Full-Time).
- Location:** Agency (AF - Dept of the Air Force), Orgn (PAY - Civ Pers), GeoLoc (485635029 - Randolph A F B, Bexar, TX), Conus/OS (1 - US).
- Acquisition:** Category, Level.
- Assignment:** Command (09 - APC - AF Personnel Center), Position.
- Skills Data:** A table with columns for Skill ID, Skill Name, Skill Type, Pct, and Months. It contains three rows of data.
- Buttons:** Add, Edit, Delete, Refresh, Close, Cancel, Update, Validate Data.

			Pct	Months
1:	AGV - Personnel Staffing Spclst	1BG - Recruiting	40	2.19
2:	AGV - Personnel Staffing Spclst	1BJ - Placement	30	1.64
3:	EDN - Training Instructor	TTN - Technical Training	30	1.64

Total Months Experience: 5.47      Total Months Detail:

**Step 1:** Click the "Edit" button at the bottom of **Expanded Experience History Maintenance** window. This will provide access to the drop down menus and text fields.

**Step 2:** Edit the data by selecting the drop down menu and clicking the appropriate entry. The only field that will allow manually insertion of data is the **Percent (Pct)** field. All other fields require the use of the drop down menu.

**Step 3:** After completing the required data, **click** the **Update** button. If any errors are detected a message is displayed. If successful, the button display is reset.

**Note:** All data will be edited every time the Update button is clicked. After a successful Add, the record will be displayed. The cancel button will take effect only if it is clicked before the Update button. *Remember* when making any changes that this is the actually database for Experience History that is being updated.

When the **Update** button is clicked the following **Edits** are accomplished:

- Certain fields must contain a value: Experience Type, Start Date, End Date, Pay Plan, Series, Grade, Supervisory Status, Work Schedule, At least one Skill, Skill 1 Percent
- Skill percentages must equal 100 %, total skill percentages cannot exceed 100 %
- Start and End Dates must adhere to the following rules:
  - Start Date and End Date may not be the same

- Future dates are NOT allowed
- Within the same Experience Type and Work Schedule, the date range should not have records overlapping any existing record (except for Detail Experience)

**Note:** Only employees with a PSEUDO SSAN (who have two Experience History records) may possess two Full-time experience entries with the same time-frame.

**Step 4:** Click the **Close** button.

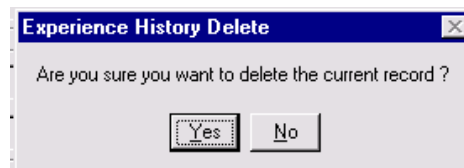
## Deleting Experience

The **Experience History Maintenance (History Details for: )** or **Expanded Experience History Maintenance** window must be viewable.

Skills	Category	Pct	Months
1: AGV - Personnel Staffing Spclst	1BG - Recruiting	40	2.19
2: AGV - Personnel Staffing Spclst	1BJ - Placement	30	1.64
3: EDN - Training Instructor	TTN - Technical Training	30	1.64

**Step 1:** Open the experience history entry to delete. When the experience entry window is open, Click the **"Delete"** button at the bottom of the **Expanded Experience History Maintenance** window.

**Step 2:** A message box will display to confirm the deletion of the entry.



- **Click Yes**, to permanently delete the entry from the Experience history Database.
- **Click No**, to cancel your action.

**Step 3:** If Yes is selected, the next experience history entry (descending order) in the employee's file will be displayed. If no other changes or deletions are required to the record **Click Close**.



From the Experience History Maintenance screen, go **File > Print Experience Report**.

Experience History Maintenance - [Current Experience]							
<div>File View Help</div> <div> <div>Print Experience Report</div> <div>Print Search Roster Report</div> <div>Exit</div> </div>							
SSN:	BASE:	OFFSYM:	PAS:	OSC:	PHONE:	PERSON TYPE	
2	4	D	RJ09FPMM	D		32 Employee	
PP: GS	SRS: 0201	GR: 12	TG: 12	STEP: 04	TITLE: HUMAN RESOURCES SPECIALIST		PSEUDO SSN:
DATE START: 12-JAN-2003		END DATE:	ASSGN EFF DATE: 12-JAN-2003	ASSGN STATUS: #Active Appointment	COMP LVL: 1B7A		
Current Skills							
1:	AGG - Personnel Management Spec	1CE - Systems Management				Pct	40
2:	AGG - Personnel Management Spec	DTS - Data Systems					30
3:	AGV - Personnel Staffing Spclst	1BJ - Placement					
Detail Assignment							
START DATE:	END DATE:	PP - SERS - GR:	TITLE:				
1:							
2:							
3:							
Experience History							
Start Date	End Date	Exp/Wk.Sch	PP-SERS-GR	Skill 1	Skill 2	Skill 3	Pct.
28-JUL-2002	11-JAN-2003	F/F	GS - 0201 - 12	AGV / 1BG	AGV / 1BJ	EDN / TTN / WGE	40 / 30
07-JAN-2003	07-JUL-2003	F/F	GS - 0201 - 12	AGV / 1BCE	AGV / 1BCE	AGV / 1BCE	40 / 30

Once the report populates on the screen, it can be printed, emailed, and/or saved as a file. Use the icons at the top of the screen to export the report.

Example of how an Experience Brief looks:

CPDSS - Experience History Detail		1 of 2+		100%			
For Official Use Only IAW Privacy Act of 1974		<b>EXPERIENCE BRIEF</b>		Curr			
Current Assignment: HUMAN RESOURCES SPECIALIST, Randolph AFB, Texas, TX		QS-4		Off Sym: DPCXTC		PAS: RJ09FPMM	
				Command: APC		Sup	
Current Assignment: HUMAN RESOURCES SPECIALIST, Randolph AFB, Texas, TX		CPGN: 49X48.HUMAN RESOURCES SPECIALIST.255484.AF09.APPR					
<b>Current Position Information</b>		<b>Employee Data</b>		<b>Appraisal Data</b>			
Assignment Status: Active Appointment		Duty Phone: 2105653045		Level 3-Fully Suce or equi: Pass level under pass		9999	
Date Start: 12 JAN 2003		AppointmentType: Competitive - Career		Level 3-Fully Suce or equi: Pass level under pass		9999	
Comp Level: 1B7A		Training Program ID: Not Applicable		Level 3-Fully Suce or equi: Pass level under pass		9999	
Dt Temp Prom Ends:		Dt Last Promotion: 02 JUL 2000		Level 5 Outstanding or equivalent		9999	
Detail To:		Security Clearance: Secret - DOD Other Than Army Navy		Level 5 Outstanding or equivalent		9999	
Detail Expires:		<b>Acquisition Information</b>		<b>Awards</b>			
O/S Tour Ends:		Corps membership status:		Performance Award			
O/S Extension Ends:		Career Category:		Time Off Award			
Work Schedule: FullTime		<u>Appraisal Dt</u> <u>Supv</u> <u>Appraisal</u>		Notable Achievement Award			
<b>Miscellaneous Data</b>				Performance Award			
SCD: 18 APR 1984				Performance Award			
SCD RIF: 18 APR 1984				Time Off Award			
Vet Pref (RIF): No		Warrant Data:		Performance Award			
Retirement: CSRS				Letter/Certificate of Commendation			
Pay Table: 31				Performance Award			
Pseudo SSN:				Performance Award			
<b>Education</b>		<b>Training</b>					
High school graduate or certificate		BUSINESS OBJECT REPORTER TNG FOR FUNCTIONALIST		09 MAY 2			
		INSTRUCTOR TRAINING		26 FEB 2			
		RESUMIX CRS		05 OCT 2			
		RESUMIX SOFTWARE		03 JUN 2			
<b>Certification Data</b>		ADV PAY SETTING		18 JUN 1			
		AFFIRMATIVE EMP LCRS		27 FEB 1			
		STAB OF CIV EMP LYMNT		18 JUN 1			
		CPMS FAS PAY SETTING		08 APR 1			
		CHANGE & STRESS MGT		17 OCT 1			
<b>Career Program Registration</b>		<b>Special Placement Program</b>		FAS RETIREMENT TNG		19 SEP 1	
Civilian Personnel				EO-OUR ROLES AND RES		13 NOV 1	
				MOD II TQM		09 JUN 1	
<b>Skills:</b>		AGG ICE		Personnel Management Spec Systems Management		Percent	
		AGG DTS		Personnel Management Spec Data Systems			
		AGV 1B J		Personnel Staffing Spclst Placement			

# EXPERIENCE BRIEF

Current as of: 08 July 2002

Start Dt	End Dt	PP - Ser - Gr	Exp Type	Duty Title	Supv Lvl	Acq	Level	Location	CMD
16 JUL 2000	01 JUN 2002	GS-0212-11	Federal	Personnel Staffing	Non-Supe			Randolph AFB	APC
<b>Skills:</b>		AGV 1B G		Personnel Staffing Specialist / Recruiting				Percentage: 50	
		AGV 1B J		Personnel Staffing Specialist / Placement				50	
20 JUN 1999	15 JUL 2000	GS-0201-11	Federal	Human Resources Management	Non-Supe		BASE / SITE / WING / INST ALLA	Silverdale, Kts	
<b>Skills:</b>		AGV 1B J		Personnel Staffing Specialist / Placement				Percentage: 50	
		AGX 3G E		Position Class Specialist / General				50	
01 OCT 1997	19 JUN 1999	GS-0201-09	Federal	Human Resources Management	Non-Supe		BASE / SITE / WING / INST ALLA	Silverdale, Kts	
<b>Skills:</b>		AGV 1B J		Personnel Staffing Specialist / Placement				Percentage: 50	
		AGX 3G E		Position Class Specialist / General				50	
01 JUL 1993	30 SEP 1997	GS-0203-07	Federal	Human Resources Assistance	Non-Supe		BASE / SITE / WING / INST ALLA	Silverdale, Kts	
<b>Skills:</b>		AGL PPK		Personnel Clerk/Assistant / Staffing				Percentage: 100	
								0	
01 APR 1993	30 JUN 1993	GS-0203-07	Federal	Human Resources Assistance	Non-Supe		BASE / SITE / WING / INST ALLA	Silverdale, Kts	
<b>Skills:</b>		AGL PDB		Personnel Clerk/Assistant / Classification				Percentage: 100	
								0	
01 APR 1992	31 MAR 1993	GS-0203-06	Federal	Human Resources Assistance	Non-Supe		BASE / SITE / WING / INST ALLA	Silverdale, Kts	
<b>Skills:</b>		AGL PDB		Personnel Clerk/Assistant / Classification				Percentage: 100	
								0	
01 JAN 1992	31 MAR 1992	GS-0203-05	Federal	Human Resources Assistance	Non-Supe		BASE / SITE / WING / INST ALLA	Silverdale, Kts	
<b>Skills:</b>		AGL PDB		Personnel Clerk/Assistant / Classification				Percentage: 100	
								0	
26 MAY 1991	31 DEC 1991	GS-0318-05	Federal	Secretary	Non-Supe		BASE / SITE / WING / INST ALLA	Silverdale, Kts	
<b>Skills:</b>		ANT		Secretary				Percentage: 70	
		ANX		Clerk-Typist				30	
18 MAR 1991	25 MAY 1991	GS-0318-04	Federal	Secretary	Non-Supe		BASE / SITE / WING / INST ALLA	Silverdale, Kts	

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